

1. ITEM DESCRIPTION:

The U.S. Embassy New Delhi, India requires the services of an auctioneer who will store, stage auctionable U.S. property at his facility, and conduct auction as described in Statement of Work (SOW).

2. SITE VISIT:

A site visit may be organized to inspect auctioneer's storage/auction facility. Date and time of the visit will be decided later with mutual coordination of both the Auctioneer and U.S. Embassy, New Delhi.

3. STATEMENT OF WORK:

3.1. The auctioneer shall maintain a suitable covered storage facility with the boundary walls to receive and store U.S. Embassy property that is authorized for disposal through the auction process. Property received may include, but is not limited to:

- a. Office furniture, furnishings and equipment
- b. Residential furniture and furnishings, to include sofas, loveseats, beds, mattresses, china hutches, credenzas, chest of drawers, mirrors, carpets, tables and chairs
- c. Appliances, to include washers, dryers, cooking stoves, refrigerators, freezers, oil-filled space heaters, dehumidifiers and air conditioning units.
- d. Heavy equipment and materials, to include, chillers, scrap metal, construction equipment and used construction materials.

3.2. For the purpose of determining the size of the storage facility and expected volume of property to be auctioned at each disposal sale, the Auctioneer can expect to store and auction approximately 5,000 items in a year, presenting approximately 500 to 600 lots.

3.3. Delivery of Embassy property: The auctioneer shall be responsible for picking up material from the Embassy warehouse and shall transport all auction items from Warehouse to auctioneer's auction yard. The Auctioneer shall assume responsibility for the property after it's received in the Auctioneer storage facility.

3.4. The Auctioneer shall have adequate warehouse equipment and labor to properly store the items delivered to their facility and shall prepare property for auction.

3.5. The auctioneer shall be required to maintain accountable records of inventory as provided by Embassy Property Office and guidance by the staff.

3.6. The auctioneer shall Collect 10% deposit amount from bidders upon close of bidding and an executed Buyer's Agreement of the Purchase and Sale of properties.

3.7. The auctioneer shall provide a signed and approved typewritten or computer generated report outlining the amount of the winning bid and contact information of bidder. This report will be due and forwarded to Embassy with the 10% deposits. The following minimum information will be provided:

- a. Property address
- b. Contact information of bidder
- c. TIN Number of bidder
- d. Selling Price, Commission and Net Price
- e. Signature attesting to the accuracy of the report and a date of attest.

3.8. The Auctioneer shall Collect Vat charges as applicable and responsible to deposit to Govt. of India Vat Department.

3.9. The Auctioneer shall be responsible for the protection of Embassy property from direct sun, heat, rain, rodent and insect infestations, other environmental conditions, and damage resulting in misuse of warehouse equipment.

3.10. The Auctioneer shall maintain adequate physical security to its storage facility to safeguard U.S. property from pilferage, vandalism and theft. The Auctioneer shall be responsible to reimburse the United States Government a depreciated value of those items pilfered, vandalized or stolen, if it is determined that the Auctioneer was at fault.

3.11. Auctions Sales: The Auctioneer, at his discretion, may conduct the auction at his storage facility or may conduct the auction at a separate location. If an auction is scheduled for an off-site location, the Embassy assumes no responsibility to assist in the transportation or provide labor to move the property to the site. After the lots are arranged, auctioneer is not allowed to move property.

3.12. In preparation for an auction, the auctioneer shall not, repeat, shall not repair, modify or remove components for spare parts in order to increase the resale value of the items. Items will be auctioned in their original condition as it was received. The auctioneer shall not, repeat, shall not segregate the property lots by age, physical or working condition and appearance.

3.13. The Auctioneer shall be responsible for advertising well in advance the auction through newspapers. Under no circumstances shall the advertisement indicate that the property belongs to the U.S. Embassy. Furthermore, the Auctioneer shall not convey in the auction announcement and to the general public attending the auction the names of Embassy employees or telephone numbers. Advertisement should be of size 7cm x 2 columns across, appearing in Sunday edition of The Hindustan Times and The Times of India, New Delhi, India.

3.14. The Auctioneer shall prepare lots and list and take approval from GSO, American embassy before finalizing method of sale.

3.15. During the auction, the Auctioneer shall be responsible for the accounting of cash and for providing cashier services. This will include preparing and issuing receipts to successful bidders. At the end of the auction, Auctioneer shall properly secure the cash and present the cheque of entire sale proceed (in favor of U.S. Embassy, New Delhi, India) to the Embassy cashier on next business day of the auction.

3.16. It is a requirement of the U.S. Government that Embassy personnel observe the auction process. Embassy personnel shall have unrestricted access to the auction site. The Auctioneer may be subject to an audit if it is determined if irregularities were uncovered during the auction.

3.17. Auctioneer will provide adequate manpower (minimum 20 of their employees) on the auction day to use as runners and for standing along with lots to protect the Embassy property.

3.18. Auctioneer will make every effort to get best price for the Embassy. Auction will start at 10.30 a.m. and will remain continue till all items are sold.

3.19. Auctioneer will use their auction yard, sound system and all other equipment and facilities required for a successful auction.

3.20. Auctioneer will deposit a check of Rs.20,000,00 before each auction until the auction is over or a bank guarantee of equivalent amount.

4. MANAGEMENT AND SUPERVISION

The contractor shall designate a Supervisor who shall be responsible for on-site supervision of the Contractor's workforce at all times while performing duties. This supervisor shall be the focal point for the Contractor and shall be the point of contact with POC.

The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs, and practices pertaining to labor, safety, and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the POC.

S.No.	Description of Services	Estimate cost & %age of sale proceed*
1	Storage, staging the auction able property, advertisement and conducting auction per SOW (Percentage of sale proceed)	

*Bidders are required to submit the percentage of sale proceed for the whole auction process (starting from the award date till the submission of sale (proceed cheque to Embassy cashier). Contractor shall be paid determined percentage of the sale proceeds.

4.2. Materials and Equipment

The contractor shall provide all necessary services, equipment and storage/auction facility in order to accomplish the Government's requirement.

4.3. Government Furnished Property/Equipment

The Contractor is responsible for the proper care of Government property in its possession or control from time of receipt until properly relieved of responsibility in accordance with the terms of the contract. The Contractor shall pay all costs for replacement of Government furnished property that is damaged or destroyed due to Contractor negligence.

5. Insurance

The contractor is responsible for obtaining whatever insurance is necessary according to local laws for the security of Government property while in contractor's custody. The contractor agrees that the Government shall not be responsible for personnel injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from an incident to the contractor's performance.

The contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

6. Point of Contact (POC):

Point of Contact will be designated before awarding the contract.

7. Period of Performance:

Performance period is for a year from 2015 thru 2016s.

8. TERMS & CONDITIONS

8.1. Inspection & Acceptance:

A Government representative will remain at the site to monitor the entire auction process on the day of auction, inspect from time to time the services being performed to determine whether work is being performed in a satisfactory manner and of acceptable quality.

8.2. Payment Terms:

Contractor shall deduct the determined service charge amount from the sale proceeds collected from the buyers after each auction and submit balance sale proceeds amount with Embassy cashier.

9. Offer Due Date:

9.1. Please submit your quote on or before June 25, 2015 at 15:00 hrs at

newdelhibids@state.gov

9.2. Please prepare a quotation on your company letterhead in accordance with this RFQ.